COVID Vaccine Scheduling Workflow

Website View
Scheduling
1. Log into MyChart and select the button to **Schedule an Appointment**.

2. Select the visit, **Metro Health Workforce**.

App View
Scheduling
1. Log into MyChart and select the button to **Schedule an Appointment**.

2. Select the visit, **Metro Health Workforce**.
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3. The first question will verify that you are employed in the healthcare industry.

4. The second question will ask if you are scheduling COVID Testing or the Vaccine. Choose Vaccine.

5. Next you will be guided through a series of questions specific to the vaccine itself.

6. At the end of the questionnaire, you will receive a notice that you are scheduling two appointments at the same time.

7. Both appointments will take place around the same time 21 days apart. It is very important to make sure you are available for the second dose. Visits will only be rescheduled by specified staff on an emergency basis.
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8. Verify your demographics to make sure that everything is correct and up to date in Epic. You will be asked for insurance information but that is not necessary or required for this workflow.

9. Enter a reason for the visit and click **Schedule**.

10. This notice will appear when the appointments have been scheduled.
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eCheck-in

1. Select the eCheck-in button from the main page or within the Appointments and Visits page. eCheck-in will be available starting 7 days prior to the appointment and should be completed prior to arrival.

2. Review and sign the Consent Form.

3. The Consent Form has an acknowledgement section where you must indicate whether or not you prefer to receive a copy of the patient rights which are located on the main page of MyChart. After that, enter your signature and password, and click **Continue**.
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4. You will then be prompted to verify your Allergies, Medications, Health Issues, and Demographics. At the end they will receive a message that eCheck-in is complete.

5. From the appointment details, the next steps will be listed as well as a map of the lower level from the appointment details.
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Self-Arrival

You will be able to initiate the arrival process within thirty minutes of the appointment start time. eCheck-in should always be completed before the Self-Arrival process.

**This must be completed through MyChart before you go to the greeter.**

1. Log into MyChart and go to **Appointments and Visits**
2. Select **I'm Here**

3. Once you are checked in, you will see this message.
COVID Vaccine Scheduling Workflow
App View

Scheduling

1. Log into the App and select **Appointments**
2. Select **Schedule an appointment**
3. Select **Metro Health Workforce**
4. Confirm that you are a healthcare worker
5. Select **Vaccine**
6. You will be guided through questions that are specific to the vaccine
COVID Vaccine Scheduling Workflow

7. At the end of the questionnaire, you will receive a notice that you are scheduling two appointments at the same time.

8. Both appointments will take place around the same time 21 days apart. It is very important to make sure you are available for the second dose. Visits will only be rescheduled by EHS staff on an emergency basis.

9. Verify your demographics to make sure that everything is correct and up to date in Epic. You will be asked for insurance information but that is not necessary or required for this workflow.

10. Enter a reason for the visit and select Schedule.

11. A notice will appear that the appointments have been scheduled.

12. The appointment will appear on the appointments page of the app.
COVID Vaccine Scheduling Workflow

eCheck-in

1. Select the eCheck-in button from the main page or within the Appointments and Visits page. eCheck-in will be available starting 7 days prior to the appointment and should be completed prior to arrival.
2. Review and sign the Consent Form.
3. The Consent Form has an acknowledgement section where you must indicate whether or not you prefer to receive a copy of the patient rights which are located on the main page of MyChart. After that, enter your signature and password, and click Continue.

4. Click Next after signing the Consent.
5. You will then be prompted to verify your Allergies, Medications, Health Issues, and Demographics.
   Note: The button to verify that the information is correct will turn into the Submit button after it is selected.
6. At the end they will receive a message that eCheck-in is complete.
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Self-Arrival

1. To use Self-Arrival through the App, you will need to have location services enabled on your device. You can make sure that this is set up from the Appointment Details.

2. To enable location services, go to Settings, MyChart, and change the permission to **Always**.

3. When this is enabled, you will receive this notice upon opening the app when you arrive for the appointment.
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Post Vaccination Communications

After the vaccine, you will receive two communications. One will be a message about specific immune responses to look out for, instructions on how to register for V-Safe, and a link to the adverse reaction form to submit if necessary.

You will also receive a full copy of the Emergency Use Authorization (EUA) in the letters section of MyChart.